

# The Leadership Team Structure and Job Descriptions

## “The Table”

The Fort George Leadership Team is comprised of teams of people each passionate about using the gifts they have been given to bring glory to God. These teams oversee and advance different aspects of service to Christ by bringing initiatives and innovations in their areas of interest to the Table. Everyone at the Table is part of a team and each team has an elder/leader. Members of the Table are encouraged to bring their spouses to the meetings to contribute and vote (providing they are FGBC members).

Individual teams are given budgets and some level of autonomy to bring their visions to fruition.

The Table is where all the teams get together to pray and share vision. The Table is responsible for giving oversight to the individual teams. The Senior Pastor, Family Ministries Pastor, Moderator and Head Elder will be the Lead Team and will have exofacial status on each sub team. The Lead Team will prepare the agenda and lead the Table.

Once a semester each Team Leader will lead the visioning discussion with the goal of pushing their area of ministry forward. Their agenda items will be presented to the Lead Team prior to the meeting. At the Table they will receive prayer, input, encouragement as well as budget support. Team leaders are responsible for their budget.

Every team member is invited to attend the Table. This invitation is expressly extended to team members on the months where their team leader is leading the Table discussion.

### **Worship** – “Love the Lord with all your heart, soul and mind” (Matt 22:37)

- Leading people into an encounter with Christ
- Technical aspects of the service
- Online/In person creative expression of praise
- Music

### **Mission** – “Go make disciples of all nations” (Matt 28:19)

#### Local

- Initiatives into blessing the neighbourhood and city in the name of Christ
  - Harwin Elementary
  - Foster care/Adoption
  - Adopt a student
- Benevolent fund
- Support for other local Christian organizations
  - NLBC
  - Hope for Women
  - YFC

#### Global

- Missionary support for those preaching the Gospel around the world
- Support for the BCNAB and their initiatives

### **Discipleship** – “Baptizing and teaching them to obey all I have taught you.” (Matt 28:19-20)

- Preaching
- Sunday School/Nursery
- Prayer
- Youth
- Small Groups

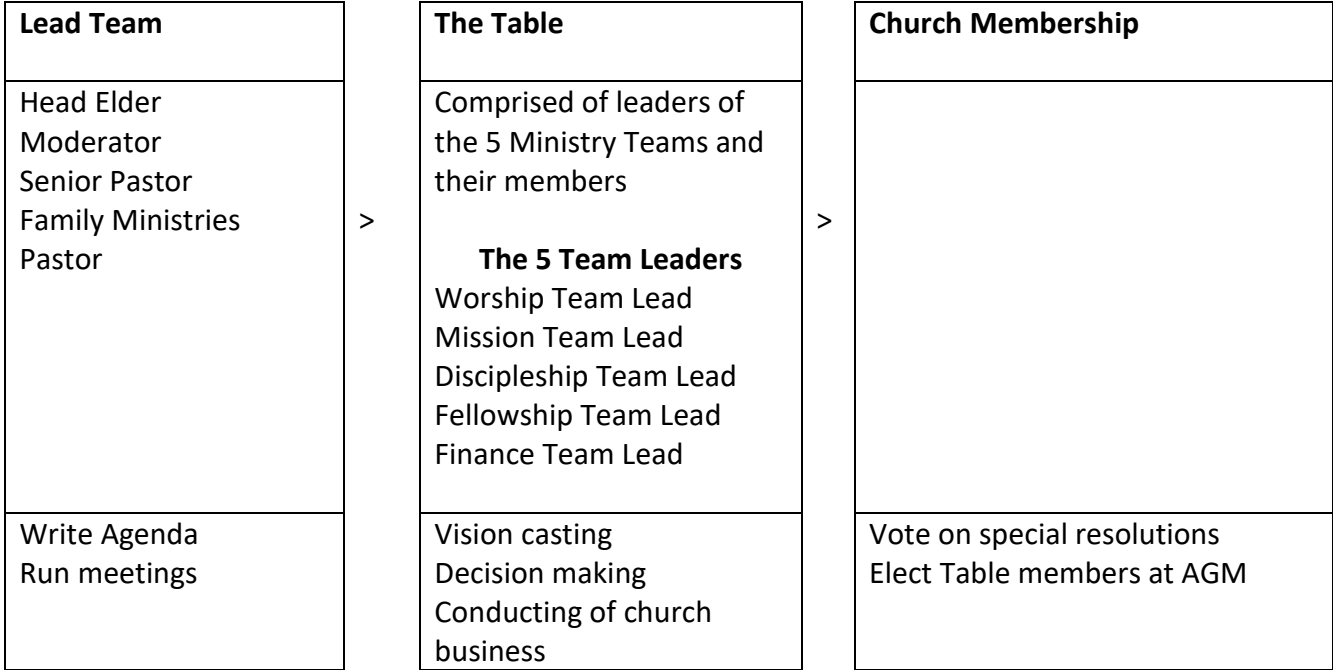
### **Fellowship** – “Love your neighbour as yourself.” (Matt 22:39)

- Church community building
- Membership
- Food and Fun

### **Finance** – “Master, you entrusted me with five talents. See, I have gained five more.” (Matt 25:29)

- “Whatever you do, work at it with all your heart... it is the Lord you are serving.” (Col 3:23-24)
- Church Finance
- Budget

**Leadership Structure**



**Job Descriptions**

<b>Fort George Baptist Church</b>		
<b>Job Description</b>		Position Status: Full Time Salary
Position:	Senior Pastor	Effective: June 1, 2012 (reviewed April 2018)
Reports to:	The Table	

**Position Summary:** The senior pastor shall give general oversight and spiritual direction to the entire work of the church. He should conduct regular worship services, administer the ordinance of baptism and the Lord's supper, and work to lead the congregation towards Christlikeness. Together with the moderator, treasurer, the chairperson of the trustees, chairperson of the deacons and the financial secretary, the pastor shall be responsible for setting the annual church budget.

Job Responsibilities and Duties for the Senior Pastor:

- 1.) Preaching and teaching (20 hrs per week): Prepare and deliver sermons for the Sunday morning worship service and any other services called by the church. Organize others to fill the pulpit when he is unavailable. Oversee the facilitation and leadership of small groups and Bible studies.
  
- 2.) Supervision, administration and leadership (10 hrs per week): Supervise and assist, as needed, the various ministries of the church. Supervise the church staff including but not limited to the youth pastor, church secretary and custodian. Attend and provide spiritual leadership to the church committee meetings and deacon's board as an ex-officio member.
  
- 3.) Visitation (10 hrs per week): Visit the people of the church. Prioritize your visitation to include the sick or shut-ins, and those who are new to the church. On top of regular visitation he should hold regular office times in order to accommodate drop in appointments.
  
- 4.) Networking and professional development: The senior pastor will work to connect with other pastors and ministry leaders in the city with the goal of strengthening the church of Prince George. He will also attend BCNAB association meetings or other pastors/ministry leaders conferences in order to stay abreast on the latest developments in ministry.

The above summary of duties represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the senior pastor may be asked to perform other related tasks as they arise or are requested by the church committee.

**An overlying expectation of Fort George Baptist Church is that all church staff will be:**

- 1.) Pursuing a continually deepening walk with Christ (1 Timothy 3)
- 2.) Living out Christ-centered behavior at all times (treating people with dignity, respect, compassion and integrity).
- 3.) Successful in completing a police criminal records check.
- 4.) Pray regularly for those under their leadership and the church.

<b>Fort George Baptist Church</b>	
<b>Job Description</b>	Position Status: 40 hrs per week Salary
Position: Family Ministries Pastor	Department: Young Adult, Youth, Children and Media
Reports to: Senior Pastor and The Table	Effective: June 1, 2019 Reviewed: November 2022

**Position Summary:** The family ministries pastor is responsible for discipling children and youth to develop a lively, committed and radical faith in Jesus Christ. The family ministries pastor will oversee the youth group, Sunday school and young adults ministries of the church.

To do this the family ministries pastor will need to design, implement, promote, conduct and evaluate all three programs in a way that supports the Fort George Baptist Church vision. The family ministries pastor will also inspire, train and organize volunteers to assist in this process.

This person will oversee the various media aspects of the church. The family ministries pastor will work under the direct supervision of the senior pastor and the church committee.

**Job Responsibilities and Duties for Children, Youth and Young Adults ministry**

- 1.) Provide pastoral ministry to those involved in our children, youth and young adult ministries.
- 2.) Develop and run programs that include regular Bible teaching and social activities, with the intent of leading young people to Jesus.
- 3.) Recruit, train and encourage a team of volunteer leaders to facilitate ministry.
- 4.) Coordinate and implement a budget and administer that budget as approved by the Table.
- 5.) Be available to preach when scheduled by the senior pastor.
- 6.) Attend and report at staff meetings, deacon’s meetings and committee meetings as scheduled.
- 7.) Network with other leaders in the city to support each other and develop new ideas.

**Job Responsibilities and Duties for the Media Director:**

- 1.) Work with the Worship Team Lead to oversee the various aspects of media associated with the church (website, Sunday morning services, social media etc.).
- 2.) Recruit volunteers to run the various aspects of media.
- 3.) Look for new ways to promote Fort George and its ministries via media.

The above summary of duties represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the senior pastor and church committee.

**An overlying expectation is that all staff will:**

- 1.) Model a 1 Timothy 3:2 (above reproach) relationship with Christ and inspire other people to follow their example.
- 2.) Live out Christ-centered behavior at all times (treating people with dignity, respect, compassion and integrity).
- 3.) Successfully complete a police criminal records check.
- 4.) Pray regularly for those under their leadership and the church.

## **Fort George Baptist Church**

### **Job Description:**

Position: **MODERATOR**

Position Status: Elected

Revised: November 2022

Term: 2 years/3 terms, max 6 yrs. in a row

### **Position Summary:**

Church membership required. The Moderator carries out the parliamentary procedure, presiding at all committee, business, and congregational meetings in a neutral role.

### **Job Responsibilities and Duties:**

1. Functions as a parliamentarian at church meetings. Familiar with Roberts Rules for Parliamentary procedures.
2. Attend the Table meetings (with their spouse if a member) and participate in overseeing the direction of the church.
3. One of four signing authorities on legal documents of the church.
4. Has ex-officio status on all standing church committees.
5. Is a signatory on items that state the church's position for official church business, and may write official church correspondence.
6. Work with the head elder and pastoral staff to lead the Table and oversee the spiritual direction of the church.

The above summary of duties represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the Pastoral staff.

### **An overlying expectation of Fort George Baptist Church is that all church leaders will be:**

1. Pursuing a continually deepening walk with Christ (1 Timothy 3)
2. Living out Christ centered behavior always (treating people with dignity, respect, compassion, and integrity)
3. Successfully complete a police criminal records check.
4. Praying regularly for those under their leadership, and their families.
5. Praying for the church and the aspect of ministry they are leading.

## **Fort George Baptist Church**

### **Job Description:**

Position: **HEAD ELDER**

Position Status: Elected

Revised: November 2022

Term: 2 years/max 6 consecutive years

### **Position Summary:**

Church membership required. The Head Elder shall consult with, and advise the pastoral staff. They, with the pastoral staff and moderator, shall assume responsibility for the direction of the Table and the church.

### **Job Responsibilities and Duties:**

1. Meet weekly with the moderator and pastoral staff to discuss the direction of the church.
2. Work with the moderator and pastoral staff to lead the Table and oversee the spiritual direction of the church.
3. One of four signing authorities on legal documents of the church.
4. Will attend the Table meetings (with their spouse if a member) and participate in overseeing the direction of the church.
5. Assist in visitation of the membership.
6. Assist the pastoral staff in overseeing the growing spiritual maturity of the church membership.
7. Oversee any complaints given by members, seeking to do what is best for the church.

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1. Pursuing a continually deepening walk with Christ (1 Timothy 3)
2. Living out Christ centered behavior always (treating people with dignity, respect, compassion, and integrity)
3. Successfully complete a police criminal records check.
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5. Praying for the church and the aspect of ministry they are leading.

## **Fort George Baptist Church**

### **Job Description:**

Position: **Worship Team Lead**

Position Status: Elected

Revised: November 2022

Term: 2 years/max 6 consecutive years

### **Position Summary: “Love the Lord with all your heart, soul and mind” (Matthew 22:37)**

Church membership required. The Worship Team Lead shall gather and oversee a team of people who will lead the congregation (both online and in person) into worship through music and artistic expression. The Worship Team Lead (and their spouse if a member) will be a contributing member of the Table and will report to the Lead Team.

### **Job Responsibilities and Duties:**

1. Compile a team of musicians to lead the church into worship.
2. Oversee the spiritual development of the members on their team.
3. Oversee the technical aspects of the Sunday service both online and in person.
4. Oversee the artistic elements of the worship service both online and in person.
5. Develop a vision for moving the worship ministry at the church forward.
6. Develop a budget to cover expenses and submit expenses for reimbursement.
7. Attend the Table meetings (with their spouse if a member) and participate in overseeing the direction of the church.
8. When called on, lead the Table in discussing the vision for their area of ministry, present budget needs.

The above summary of duties represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the Lead Team.

### **An overlying expectation of Fort George Baptist Church is that all church leaders will be:**

1. Pursuing a continually deepening walk with Christ (1 Timothy 3)
2. Living out Christ centered behavior always (treating people with dignity, respect, compassion, and integrity)
3. Successfully complete a police criminal records check.
4. Praying regularly for those on their team, and their families.
5. Praying for the church and the aspect of ministry they are leading.

## **Fort George Baptist Church**

### **Job Description:**

Position: **Mission Team Lead**

Position Status: Elected

Revised: November 2022

Term: 2 years/max 6 consecutive years

### **Position Summary: “Go make disciples of all nations” (Matthew 28:19)**

Church membership required. The Mission Team Lead shall gather and oversee a team of people who will oversee the missional outreach of the church at both the local and global levels. The Mission Team Lead (and their spouse if a member) will be a contributing member of the Table and will report to the Lead Team.

### **Job Responsibilities and Duties:**

1. Compile and oversee a team of people passionate about shining the light of Christ into our city and world in practical ways.
2. Oversee the spiritual development of the members on their team.
3. Develop a vision for moving the mission ministry of the church forward.
4. Oversee the global and local missionaries that our church supports and bring information about these missionaries to the church.
5. Oversee initiatives to bless Prince George and our local neighbourhood in the name of Christ.
6. Develop a budget to cover expenses and submit expenses for reimbursement.
7. Attend the Table meetings (with their spouse if a member) and participate in overseeing the direction of the church.
8. When called on, lead the Table in discussing the vision for their area of ministry, present budget needs.

The above summary of duties represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the Lead Team.

### **An overlying expectation of Fort George Baptist Church is that all church leaders will be:**

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2. Living out Christ centered behavior always (treating people with dignity, respect, compassion, and integrity)
3. Successfully complete a police criminal records check.
4. Praying regularly for those on their team, and their families.
5. Praying for the church and the aspect of ministry they are leading.



## **Fort George Baptist Church**

### **Job Description:**

Position: **Discipleship Team Lead**

Position Status: Elected

Revised: November 2022

Term: 2 years/max 6 consecutive years

### **Position Summary: “Baptizing and teaching them to obey all I have taught you” (Matthew 28:19-20)**

Church membership required. The Discipleship Team Lead shall gather and oversee a team of people who will oversee discipleship and Christian education at the church. The Discipleship Team Lead (and their spouse if a member) will be a contributing member of the Table and will report to the Lead Team.

### **Job Responsibilities and Duties:**

1. Compile and oversee a team of people passionate about discipleship and Christian education.
2. Oversee the spiritual development of the members on their team.
3. Develop a vision for moving the discipleship and Christian education ministry of the church forward.
4. Oversee the curriculum used in the Sunday school, Youth Groups and Small Groups of the church.
5. Share input with the Senior Pastor in regards to the preaching at the church.
6. Be responsible for services, and ordinances in the absence of the Senior Pastor.
7. Attend the Table meetings (with their spouse if a member) and participate in overseeing the direction of the church.
8. When called on, lead the Table in discussing the vision for their area of ministry, present budget needs.

The above summary of duties represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the Lead Team.

### **An overlying expectation of Fort George Baptist Church is that all church leaders will be:**

1. Pursuing a continually deepening walk with Christ (1 Timothy 3)
2. Living out Christ centered behavior always (treating people with dignity, respect, compassion, and integrity)
3. Successfully complete a police criminal records check.
4. Praying regularly for those on their team, and their families.
5. Praying for the church and the aspect of ministry they are leading.

## **Fort George Baptist Church**

### **Job Description:**

Position: **Fellowship Team Lead**

Position Status: Elected

Revised: November 2022

Term: 2 years/max 6 consecutive years

### **Position Summary: “Love your neighbour as yourself” (Matthew 22:39)**

Church membership required. The Fellowship Team Lead shall gather and oversee a team of people passionate about fellowship and membership at the church. The Fellowship Team Lead (and their spouse if a member) will be a contributing member of the Table and will report to the Lead Team.

### **Job Responsibilities and Duties:**

1. Compile and oversee a team of people passionate about deepening relationship and commitment through membership at the church.
2. Oversee the spiritual development of the members on their team.
3. Develop a vision for moving the fellowship ministry of the church forward.
4. Oversee the organization of church functions like potlucks and social events.
5. In conjunction with the Lead Team, accept and process membership applications.
6. Develop a budget to cover expenses and submit expenses for reimbursement.
7. Attend the Table meetings (with their spouse if a member) and participate in overseeing the direction of the church.
8. When called on, lead the Table in discussing the vision for their area of ministry, present budget needs.

The above summary of duties represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the Lead Team.

### **An overlying expectation of Fort George Baptist Church is that all church leaders will be:**

1. Pursuing a continually deepening walk with Christ (1 Timothy 3)
2. Living out Christ centered behavior always (treating people with dignity, respect, compassion, and integrity)
3. Successfully complete a police criminal records check.
4. Praying regularly for those on their team, and their families.
5. Praying for the church and the aspect of ministry they are leading.

## **Fort George Baptist Church**

### **Job Description:**

Position: **Finance Team Lead**

Position Status: Elected

Revised: November 2022

Term: 2 years/max 6 consecutive years

**Position Summary: “Master, you entrusted me with five talents. See, I have gained five more” (Matthew 25:29. Whatever you do, work at it with all your heart... it is the Lord you are serving” (Colossians 3:23-24).**

Church membership required. The Finance Team Lead shall gather and oversee a team of people passionate about the financial aspects of church ministry. The Finance Team Lead (and their spouse if a member) will be a contributing member of the Table and will report to the Lead Team.

### **Job Responsibilities and Duties:**

1. Compile and oversee a team of people passionate about helping the church excel financially and steward God’s resources well.
2. Oversee the spiritual development of the members on their team.
3. Develop a vision for moving the finance ministry of the church forward.
4. Shall function as the Church Treasurer and be one of four signing authorities on legal documents of the church.
5. Pay all online expenses for the church. Pastors and secretary are paid online by the 15<sup>th</sup>, and at the end of each month. Janitor is paid online once a month. All cheques and online payments will have two signatures, the treasurer shall be one of the signing authorities for cheques and online banking.
6. Work with the church administrative assistant on financial matters.
7. Periodically arrange for term deposits with bank to receive interest on money.
8. Present a detailed report of all receipts and expenses to the church committee and congregational meetings. (prepared by Secretary)
9. Prepare following year budget with Committee
10. Meet with accountant for year end.

The above summary of duties represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the Lead Team.

### **An overlying expectation of Fort George Baptist Church is that all church leaders will be:**

1. Pursuing a continually deepening walk with Christ (1 Timothy 3)
2. Living out Christ centered behavior always (treating people with dignity, respect, compassion, and integrity)
3. Successfully complete a police criminal records check.
4. Praying regularly for those on their team, and their families.
5. Praying for the church and the aspect of ministry they are leading.

<p><b>Fort George Baptist Church</b>  <b>Job Description</b></p> <p>Position: Administrative Assistant</p> <p>Reports to: Senior Pastor and Church Committee</p>	<p>Position Status: Up to 60 hours per pay period - Hourly</p> <p>Department: Church Office</p>
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**Position Summary:**

Overall responsibility for the running of the church office and assisting the pastoral staff and the Table.

**Job Responsibilities and Duties:**

1. Greeting visitors, handling phone calls, emails, and all related correspondence
2. Ordering office supplies and equipment maintenance
3. Attending staff meetings
4. Record keeping, organizing, and managing other church related documents.
5. Record donations, prepare offering sheet, overseeing donation receipting at year end
6. Bookkeeping, bank deposits, paying bills, preparing payroll and financial reports for the treasurer and accountants.
7. One of four signing authorities on legal documents of the church.
8. Compiling Annual Report booklets and filing the Annual Report with the Province of BC
9. Complete and file BC Societies annual report.
10. Have charge of the church common seal
11. Preparing sermon and website graphics, newsletters, and assist with website maintenance.

**An overlying expectation is that all church staff will:**

- 1.) Model a 1 Timothy 3:2 (above reproach) relationship with Christ and inspire other people to follow their example.
- 2.) Live out Christ-centered behavior at all times (treating people with dignity, respect, compassion and integrity).
- 3.) Successfully complete a police criminal records check.

## **Fort George Baptist Church**

### **Job Description**

Position: **CHURCH CLERK**

Position Status: Elected

Revised: November 2022

Term: Two years/max 3 terms

**Position Summary:** Church Membership required. The church clerk shall primarily attend all Table meetings, and congregational meetings, establishing a quorum of membership attendance, and transcribing an official record of minutes.

#### **Job Responsibilities and Duties:**

1. Attend Table and congregational meetings. Transcribe minutes and receive reports.
2. Maintain membership list updated. Keep letter file of membership transfers. Keep copies of the church constitution, annual reports, annual financial statement, and the updated policy book.
3. Write letters of membership transfer and dismissal. Write letters for the Table as requested.
4. Post list of newly elected church officers. Keep a chart of when officers were elected, length of term, and note date the term expires. Also include on chart their total possible terms of office.
5. Keep the files for the present and previous year in easily accessible fireproof storage, and file in the archive outdated records and reports.
6. Keep job descriptions updated, giving copies to newly elected officers. Supply job descriptions to Nominating Committee. Have the Moderator put this item on the agenda every October for the November congregational meeting.
7. Complete and file BC Societies annual report.

The above summary of duties represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the Pastoral staff.

#### **An overlying expectation of Fort George Baptist Church is that all church volunteers will be:**

1. Pursuing a continually deepening walk with Christ (1Timothy 3)
2. Living out Christ-centered behavior always (treating people with dignity, respect, compassion, and integrity)
3. Praying for the church and the aspect of ministry they are serving in.

## **Fort George Baptist Church**

### **Job Description**

Position: **MAINTENCE PERSON**

Position Status: Elected

Revised: November 2022

Term: Two years/max 3 terms

### **Position Summary:**

Church membership required for Maintenance Person. Member of the Table. The maintenance person will oversee maintenance of the church building.

### **Job Responsibilities and Duties:**

1. The maintenance person will attend the Table meetings and report on any maintenance issues
2. Oversee maintenance and security, inside and outside of the church building.
3. Oversee maintenance of the church grounds, including parking lot.
4. Keep a list of repairs needed and repairs completed (work order list)
5. Organizes and sets date for annual spring cleanup of church building and grounds.
6. Responsible for the baptismal tank set up and the removal of equipment following the baptism service.
7. Trustee shall be approved to make purchases up to \$250.00. Quotes are needed to have purchases over that amount approved.

The above summary of duties represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the Pastoral staff.

### **An overlying expectation of Fort George Baptist Church is that all church volunteers will be:**

1. Pursuing a continually deepening walk with Christ (1Timothy 3)
2. Living out Christ-centered behavior always (treating people with dignity, respect, compassion, and integrity).
3. Praying for church and the area of ministry they oversee.

## Fort George Baptist Church

### Job Description

Position: **JANITOR**

Position Status: Hired Hourly

Revised: November 2022

### Janitorial Cleaning guide for Fort George

Cleaning will be done weekly at the church, ideally towards the end of the week so that it is fresh for the weekend services. Roughly 5 hours a week is expected with a weekly remuneration of \$125. Please rotate through the following checklist prioritizing the high traffic areas to ensure a clean church while staying within the 5 hours. Thank you for your service 😊

Bathrooms and Kitchens	
<b>(Priority order)</b> (1)Ministry room bathrooms (x2) (1)Ministry room coffee area (1)YFC bathrooms (x2) (2)Youth bathrooms (x2) (3)South basement bathrooms (x2) (4)Basement kitchen	-wash toilets and sinks -wash mirrors -wipe countertops -wash touch points -mop floors -restock toilet paper and towel

Vacuuming	
<b>(Priority)</b> (1)Sanctuary (1)Stage (1)Ministry Room (1)North and South entrances	(2)Baby room and south stairway (2)Secretary office (3)Pastors offices (4)Youth Room (5)Basement vacuumed by daycare

Dusting, Wiping and Garbage	
<b>(Priority)</b> (1)Touch points like light switches and doorknobs (1)Sound booth Stage (2)Pianos (please use dry cloth) (3)Office furniture and shelves	(1)Empty all garbage Sanctuary and ministry areas Basement Sunday school Bathrooms and Kitchens Offices, Baby room (1)Clean garbage outside church building

Sunday afternoon cleaning in preparation for Daycare (.5-1hr)	
<b>(Priority)</b> (1)Vacuum any crumbs in basement (1)Sanitize basement touch points	(1)Sanitize and empty "dirty toys" bucket

\*On occasion other cleaning like washing carpets or cleaning windows may be required.

Please maintain an inventory of cleaning supplies and give a list to the pastor when they run low.

- cleaning products
- paper towel
- garbage bags
- rags
- toilet paper
- vacuum bags
- etc

